

CASWELL COUNTY DEPARTMENT OF SOCIAL SERVICES  
BOARD MEETING MINUTES

The Caswell County Department of Social Services Board held its monthly meeting on April 15, 2014 at 9:00 a.m. in the Conference Room of the Caswell County Department of Social Services. In attendance were: Mr. Jeremiah Jefferies, Chairman; Ms. Marylene McCain; Mr. David Owen; Mrs. Debbie Rascoe, Administrative Assistant and Ms. Dianne Moorefield, Secretary to the Board. Absent from the meeting were Mr. Larry Hamlett and Mr. Kenneth Travis.

Mr. Jefferies called the meeting to Order at 9:00 a.m. The agenda for the meeting was reviewed and approved upon a motion by Ms. McCain and second by Mr. Owen. Minutes of the meeting held March 20, 2014 were reviewed and approved upon a motion by Mr. Owen and second by Ms. McCain. There was no public address to the Board.

In action items, the Board approved Budget Amendment #11, Family Reunification funding in the amount of \$4,876.00, upon a motion by Mr. Owen and second by Ms. McCain.

A draft version of the proposed budget for SFY 2014-2015 was reviewed and discussed. An increase in county dollars was included in the request and those items were discussed in detail. The major expenditure was completion of the scanning of inactive Medicaid records. Board Members were informed that our state business liaison would review our budget later in the day and changes were likely to occur. Also, a meeting with the County Manager and Finance Director is scheduled for April 21, 2014. Due to that, and the absence of two of our Board Members, a final review of the budget was scheduled for April 30, 2014 at 9:00 a.m.

Board Members were informed of the death of Mary Harrelson's son. They were also informed that Tasha Brown and Mae Brown (no relation) were hired to fill vacancies in our Clerical and Adult Services units. Ms. Moorefield shared that she would be on leave April 22-24, 2014. Also, an update was provided on the status of vacancies in the CPS Unit.

Supervisors attended the meeting and reported on work within their respective units. All Supervisors, except for Mrs. Anderson, were present.

The next regularly scheduled meeting of the Social Services Board was scheduled for May 20, 2014 at 9:00 a.m. in the Conference Room of the Department of Social Services.

Upon a Motion by Ms. McCain and second by Mr. Owen the Social Services Board meeting was adjourned at 10:05 a.m.

Respectfully Submitted,

Jeremiah Jefferies  
Jeremiah Jefferies, Chairman

5/20/14  
Date

Dianne C. Moorefield  
Dianne C. Moorefield, Secretary

5/20/14  
Date

CASWELL COUNTY DEPARTMENT OF SOCIAL SERVICES  
BOARD MEETING MINUTES

The Caswell County Department of Social Services Board held a Budget Meeting on April 30, 2014 at 9:00 a.m. in the Conference Room of the Department of Social Services.

Mr. Jefferies called the meeting to Order at 9:00 a.m. In attendance were Mr. Jeremiah Jefferies, Chairman; Mr. Larry Hamlett; Mr. David Owen, Ms. Marylene McCain; Mr. Kenneth Travis; Mrs. Debbie Rascoe, Administrative Assistant and Ms. Dianne Moorefield, Secretary to the Board.

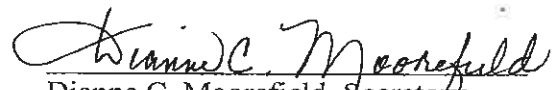
Mrs. Moorefield presented the recommended budget for the Department. Outlined were increases to this year's budget request along with explanations for the increases. Some decreases were also pointed out. Members were advised of reductions requested by the County Manager that were also reflected in the Department's request. Total county appropriations total \$1,314,275, an increase of \$33,451 over last year's county appropriations.

Mr. Hamlett made a motion to approve the 2014-2015 Budget as presented. Ms. McCain seconded the motion. The budget request was approved with Mr. Travis being the only opposing vote.

Upon a motion by Mr. Owen and second by Ms. McCain, the Social Services Board Budget meeting was adjourned.

Respectfully Submitted,

  
Jeremiah Jefferies, Chairman

  
Dianne C. Moorefield, Secretary

5/20/14  
Date

5/20/14  
Date

**BUDGET AMENDMENT #**

12

DSS

5/12/2014

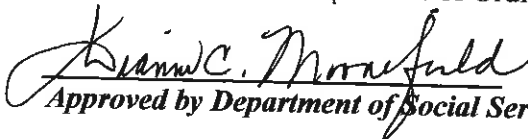
Be it ordained, the FY 2013-2014 Annual Budget ordinance is hereby amended as follows:

<i>Expenditures: Increase/(Decrease)</i>	<i>Account Code</i>	<i>Prior Total Funding Authorization</i>	<i>Additional Allocation Increase/ Decrease</i>	<i>Amended Balance</i>
C P & L Energy Assistance	100.5480.499.100	5,826	\$ 900.64	\$6,726.64
<b>Total Expenditures</b>			<b>\$901</b>	<b>\$0.00</b>

<i>Revenues: Increase/(Decrease)</i>	<i>Account Code</i>		<i>Increase/ (Decrease)</i>	<i>Balance</i>
DSS/Admin WCA	100.3538.360.000	1,819,619	\$901	\$1,820,520
<b>Total Revenues</b>			<b>\$901</b>	

*Justification: To budget allocation changes by the NC Department of Health & Human Services as authorized by state funding authorization.*

That all Ordinances or portions of Ordinances in conflict are hereby repealed.

  
Approved by Department of Social Services Director

5/12/14  
Date

\_\_\_\_\_  
Approved by Department of Social Services Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Paula Seamster, Clerk to the Board  
Approved by Caswell County Board of Commissioners

\_\_\_\_\_  
Date

	April 2013	April 2014
<b>In-Home Aide Services</b>		
Number of Active Cases	8	6
Number of New Cases	0	1
Number of Terminated Cases	0	1

**Transportation Services**

Number of Clients Served	157	181
Number of Trips Provided	847	1,086

Transportation Costs compared to April 2013 and April 2014		
	2013	2014
EDTAP	\$2,209.45	\$1,586.50
Medicaid	\$11,389.91	\$14,680.29
Totals	\$13,599.36	\$16,266.79

This reflects an increase of \$2,667.43 from the previous year.

***Hearings (Local Appeal Hearing & Administrative Disqualification Hearing):***

	April 2013	April 2014
Number of Requests Received	1	2
Local Appeal Hearing	1	1
Administrative Disqualification Hearing	0	1
Number of Hearings Conducted	0	1
Local Appeal Hearing	0	1
Administrative Disqualification Hearing	0	0

Respectfully submitted by Lisa H. Anderson  
Adult Services Supervisor  
May 12, 2014

	April 2013	April 2014
<b>In-Home Aide Services</b>		
Number of Active Cases	8	6
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Respectfully submitted by Lisa H. Anderson  
Adult Services Supervisor  
May 12, 2014

**CASWELL COUNTY DEPARTMENT OF SOCIAL SERVICES BOARD REPORT**  
**ECONOMIC INDEPENDENCE UNIT**  
**MAY 12, 2014**

**WORK FIRST EMPLOYMENT SERVICES:**

Employment Services staff have received no request for an extension of the 24-month local time clock for Work First Cash Assistance since the last Board Meeting.

• **Monthly AFDC/WFFA Case Profile Summary Comparison:**

	<b>May 2014</b>	<b>May 2013</b>
Total # WFFA Cases	40	53
Caseload Increase/Decrease From Previous Month	(-3) 43	(+3) 50
Child Only Cases	36 (90.00%)	42 (79.25%)
Single-Parent Cases	4 (10.00%)	11 (20.75%)
Cases Receiving Extension of Benefits	0	0
Average WFFA Payment	\$209.70	\$201.12

• **WFES / Pay After Performance/ Two-Parent Case Comparison:**

	<b>May 2014</b>	<b>May 2013</b>
Total # 2-Parent Households	0	0
Caseload Increase/Decrease From Previous Month	(-0-) 0	(-0-) 0
Benefit Diversion Cases	0	0
Non-Able Bodied Cases	0	0
Cases Meeting Work Requirement	0	0
Cases Not Meeting Work Requirement	0	0
New Application for Assistance	0	0
Average WFFA Payment	\$0.00	\$0.00

*Please see reverse for Page 2*

**CHILD SUPPORT ENFORCEMENT:**

- **Collection Information Comparison** for the Caswell County IV-D Unit:

	<b>April 2014</b>	<b>April 2013</b>
Net Current Month Collections	\$151,621.29	\$185,879.94
Monthly Collection Goal	\$157,603.81	\$157,603.81
Net Previous Month Collections	\$153,204.78	\$220,771.46
Net YTD Collections	\$1,438,911.33	\$1,577,551.09
Collections Goal for the Year	\$1,899,737.00	\$1,891,245.70
Percentage of Goal Met YTD	75.74%	83.41%
Target Percentage of Goal Met YTD	(10 mo.) 83.33%	[10 mo.) 83.33%

- **Child Support Enforcement Court Activity Report:**

	<b>April 2014</b>	<b>April 2013</b>
Number of Cases Scheduled/Heard	51/50	49/45
New Orders for Support Entered	3	2
New Current Support Payments	\$537.00	\$237.00
New Frequencies Toward Arrears	1	2
New Frequency Payments	\$25.00	\$25.00
Orders for Arrest	2	0
Jail Sentences	0	0
Purge Amounts	\$1,000.00	\$425.00
Total Payments Collected in Court	\$2,446.77	\$10,044.00
New Paternity Cases Established	0	0
Number of Modifications Heard	10	10

**CHILD CARE SUBSIDY:**

- **Comparative Summary of Child Care Subsidy Expenditures (CCDF, Smart Start & TANF):**

<b>March Service Month Paid in April</b>	<b>2013/2014</b>	<b>2012/2013</b>
Total Monthly Payment Amount	\$49,242.20	\$51,958.55
Monthly Unduplicated Child Count	144	138
Total Year-to-Date Expenditures	\$434,069.00	\$513,974.90
YTD Unduplicated Child Count	199	233
Total Allocation Available to Date	\$556,631.00	\$633,456.00
Traditional Spending Coefficient (10 mo.)	93.58%	97.83%



### **Child Care Subsidy Waiting List**

The waiting list implemented on February 24, 2010 remains in effect at this time. We will be closely monitoring the funding available and the spending trends in the hopes of lifting the waiting list when it becomes feasible for us to do so. We also review our spending monthly with the Division of Child Development Subsidy Services Consultant, Belinda Thomas. As of May 12, 2014 we have 20-children on the waiting list.

**Submitted by: Tonya Breedlove    May 12, 2014**

# SOCIAL SERVICES BOARD MEETING

May 20, 2014

- I. **Overdue Application Report for April - 2014- One in NCFAST**  
**Overdue Application Report for April – 2014 Two in EIS**

II. **Medicaid Eligibility**

May - 2013	May- 2014	NCFAST – May 2014
Open Cases – 3,933	Open Cases – 4051	Open Cases – 2,627
Open People – 4,690	Open People – 4,902	
Authorized People – 4,675	Authorized People – 4,704	

III. **North Carolina Health Choice**

May - 2013	May– 2014
Open Cases – 207	Open Cases - 117
Authorized People – 301	Authorized People - 162

IV. **SA (REST HOME)**

May – 2013

May – 2014

Authorized People – 86

Authorized People - 96

V. **Application, Reviews and Changes**

	April - 2013	April - 2014	NCFAST April - 2014
Applications Taken	179	136	113
Applications Approved	99	106	93
Applications Denied	45	7	11
Applications Withdrawn	1	0	10
Reviews	245	378	0
Total Changes	939	958	262
Terminated	99	129	0

VI. AFDC-EA: CASWELL COUNTY DSS DIDN'T SERVED **0** FAMILIES FROM THE

EMERGENCY DURING THE MONTH OF April 2014 totaling **\$0.00**

**VII. REPORT CARD -- April - 2013**

We are at 100% total for all programs: MAD – 100%, AAF – 100% MAA – 100%,  
MQB– 100% MAF – 100% MIC – 100%, MPW – 100%, NCHC 100 %

**REPORT CARD – April - 2014**

We were at 98% total in all programs: MAD - 100%, AAF – 100%, MAA – 100%

MQB - 100%, MAF – 100%, MIC – 71%, MPW – 100% AND NCHC –100%

**VIII. Cost Calculation Report for the Month of April 2014 County Share -  
\$ 00.00**

**Cost Calculation Report for the Month of April 2013 County Share -  
\$ 21.70**

**IX. All Eligibility Workers continue to Cross Train as Universal Workers for NC FAST,  
Work Support Strategies, MAGI application and the Affordable Care Act, and the  
Federally Funded Market Place.**

**Mary Harrelson, Supervisor IMSII**

**May 14, 2014**

**Social Services Board Meeting  
May 20<sup>th</sup>, 2014**

**EBT Issuance:**

April 2014

Issuance	\$581,383
Cases	2609
Individuals	5052

April 2013

Issuance	\$619,987
Cases	2612
Individuals	5319

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**Workload Report:**

April 2014

Applications taken	117
Applications approved	122
Applications denied	14
Overdue applications	0
Redeterminations	299

April 2013

Applications taken	118
Applications approved	121
Applications denied	14
Overdue applications	2
Redeterminations	276

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**Fraud Report:**

April 2014 FNS recoupments \$1,403

April 2013 FNS recoupments \$2,648

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**Crisis Intervention Program (CIP) Report:**

**LIEAP**

July 1, 2013 thru June 30, 2014

New allocations	\$0
Total allocations to date	\$105,365
Total CIP money used – April	\$14,455.04
Available balance to date	\$229.70
Applications approved	659 – April 81
Applications denied	12 – April 0

New Allocations	\$0
Total Allocations	\$150,956
Available Balance	\$56
Applications Pending	0
Applications Approved	601
Applications Denied	37

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Respectfully submitted,  
Jennifer Holt  
Income Maintenance Supervisor II

*Report to the Caswell County dss board  
Child protective services report  
For April 2014*

CPS Family & Investigative Assessments

	Apr 2014	Apr 2013
1.Total Number of Reports Accepted for Investigation	23	12
2.Total Number of Reports Screened Out	4	15
3.Total Number of Reports Referred to other Jurisdictions	2	2
4.Total Number of Treatment Cases Transferred In	1	1
5.Total Number of Intercounty Investigations	1	1
6.Total Number of Courtesy Interviews/Assists	6	2
7.Total Number of Open Investigative and Family Assessments on the Last Day of the Month	21	30
8.Total Number of Active CPS-Case Planning/Case Management Cases (families) Open Last Day of the Month	3	5
9.Total Number of Malicious Reports Received	0	0

Other department information

- The Child Protective Services Unit continues to be short staffed due to vacant positions..

Prepared by:  
Racquel Hughes  
Child Placement Supervisor  
May 12, 2014

**Board Report**  
**May 20, 2014**

- During the month of April 2014 we had no new children to enter or exit care.

Work Load Report	April 2014	April 2013
Children in DSS Custody	16	10
Foster Care Services for children in custody of another state/county	0	0
Licensure of foster and adoptive homes	2	0
Adoption Assessments	0	0
Home studies for other Courts	3	4
Supervision of foster homes	3	4

**Training:**

Child Placement Social Workers, Lucinda Wilson and Lisa Barnett, attended *Partnering for Safety and Permanence: Model Approach to Partnerships in Parenting (PS-MAPP) Leader Update Certification Training* a three-day event for Certified MAPP-GPS Leaders. This training is designed to provide Certified MAPP-GPS Leaders an opportunity to review and discuss the similarities and differences in the format and activities when comparing MAPP-GPS and PS-MAPP. Critical activities in PS-MAPP are practiced and participants will have an opportunity to assess their strengths and needs associated with implementing the changes reflected in the content of the PS-MAPP curriculum. Trainer and agency considerations to assure success when transitioning from MAPP-GPS to PS-MAPP are identified.

**Child and Family Services:**

Foster Care Workers have completed the mandated training. The agency will now begin preparation for a new PS-MAPP class to begin in mid June on Saturdays, in efforts to have fostered to adopt parents here locally to serve our children that come into care. Foster Care Workers remain in rotation to handle courtesy request, within the Child Protective Services Unit.

Prepared By: Racquel Hughes  
Child Placement Supervisor  
May 12, 2014